

Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES EMPLOYMENT OPPORTUNITIES *for* COURT INTERPRETER PRO TEMPORE (ARMENIAN, LAOTIAN, MIEN, RUSSIAN, SPANISH, VIETNAMESE and Other Languages as Needs Necessitate)

THE POSITIONS:

The Superior Court of California, County of Sacramento is now accepting applications for Court Interpreter Pro Tempores in the following languages: Armenian, Laotian, Mien, Russian, Spanish and Vietnamese. The Court may accept applications for other languages as needs necessitate. These positions will perform a wide variety of language interpretation activities on an assigned and as needed basis for the Superior Courts of California and for parties to proceedings, including witnesses, defendants, attorneys, other court personnel and the public.

These are non-benefited, on-call positions hired pursuant to the Trial Court Interpreter Employment and Labor Relations Act (SB 371).

SALARY: **\$147 (4-hour day)**
\$265 (8-hour day)

LAST DAY TO APPLY: **Continuous Filing**

TYPICAL DUTIES:

Duties of these positions include, but are not limited to, the following:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations of documents for the benefit of the court including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Notifies the court of any issues or situations that may impede the interpreters' performance.
- Researches and understands terminology used in court and functions of the court which may include but not be limited to legal, technological, scientific, and/or medical terminology.
- Reviews the daily docket and receives daily calendar assignments from the Trial Court Interpreter Coordinator (or other) and accurately completes daily activity logs, or other documentation as required.
- Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

MINIMUM QUALIFICATIONS:

Certification: Possession of a valid certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California.

OR

Registration: Registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

Knowledge, Skills and Ability to: Orally convey the meaning from and into English and the applicable non-English language by interpreting in the simultaneous, consecutive, and sight translation modes, the meaning must be conveyed accurately, not editing, summarizing, adding meaning, or omitting; correct usage of grammar and vocabulary of English and non-English language specified, provided the source language speaker is using correct grammar and vocabulary; interpret accurately and remain impartial including in adversarial and emotionally charged situations; understand legal concepts and forensic terminology in both English and non-English language(s); familiarity with the general range of regional and cultural variations in the specified language; conduct ongoing research into variations in terminology and usage of the specified language; use office equipment, including computer, telephone, and copiers, as required by the assignment; use of transmitter and receiver equipment provided by the court for simultaneous interpretation; understand and adhere to California statutes, Rules of Court, and applicable personnel rules concerning court interpretation; adhere to interpreter ethics and standards, as stipulated in California Rules of Court Rule 984.4, Professional Conduct for Interpreters; interact professionally and cooperatively with those contacted in the course of work.

OTHER REQUIREMENTS

License: Possession of a valid Class “C” Driver’s License, or the equivalent, or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Background: Must be able to pass a criminal history information background check.

SELECTION PROCEDURE:

The selection procedure is subject to change.

1. Applicants must submit a completed **court application form** and **supplemental employment application**. Applications can be submitted in person to the Court’s Human Resources Office, 901 H Street, Suite 405, Sacramento, California, (916) 874-7828, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

The court application form can be obtained online at the Court’s website, www.saccourt.com, or from the Court’s Human Resources Office at the above-referenced address. The supplemental employment application form is attached to this job announcement.

The Court will provide reasonable accommodations to disabled candidates in the selection process. If you have need for accommodation, please notify the Court's Human Resources Office at least two working days prior to the scheduled interview or exam date by calling (916) 874-7828.

Region 3

SUPPLEMENTAL EMPLOYMENT APPLICATION FOR COURT INTERPRETER PRO TEMPORE (PLEASE ATTACH TO COURT EMPLOYMENT APPLICATION)

Completion of this **supplemental employment application** is a required part of the examination process. All candidates are required to complete and return this **supplemental employment application** with their **court application** for this position. **Applicants who do not complete this supplemental employment application will be eliminated from the examination process.**

1. Name (Please print): _____
2. Social Security Number: _____
3. Please list your language(s) and certification and/or registration numbers below:

Language(s)	Certification Number	Registration Number

4. If you are not yet certified and have recently taken an examination to become a certified court interpreter in a specific language, please indicate the language you expect to become certified for and the date you expect to receive the results:

Language(s)	Date of Exam	Date Results Expected

5. Describe your experience and skill to interpret from and into English and a non-English language using simultaneous and consecutive modes below. (Please attach answer on an additional sheet(s).)
6. Do you wish to revoke your previously designated opt-out decision?
☐ Yes ☐ No ☐ N/A
7. Are you willing to be cross-assigned within this region and/or in neighboring regions?
☐ Yes * ☐ No ** If Yes, please Identify the Counties below.

Counties: _____

* Answering in the affirmative does not bind you to accept a cross-assignment to any particular court.

** Answering in the negative will not disqualify you from employment as a Court Interpreter Pro Tempore.

8. **CERTIFICATION BY APPLICANT:** I certify that all statements made in this supplemental employment application are true and accurate to the best of my knowledge.

Signature of Applicant

Date Signed